

Message Text

UNCLASSIFIED

PAGE 01 ALEXAN 01123 161520Z
ACTION NEA-10

INFO OCT-01 ISO-00 PER-05 /016 W
-----011055 161536Z /43
R 161445Z NOV 77
FM AMCONSUL ALEXANDRIA
TO SECSTATE WASHDC 1392

UNCLAS ALEXANDRIA 1123

FOLLOWING SENT ACTION CAIRO FM ALEXANDRIA 21 OCT 77 RPTD FOR
UR ACTION/INFO QUOTE:

UNCLAS ALEXANDRIA 1123

FOR ADMINISTRATIVE COUNSELOR FROM CONSUL GENERAL

E.O. 11652: N/A
TAGS: APER, AOPR
SUBJECT: REPLACEMENT FOR ADMINISTRATIVE OFFICER, ALEXANDRIA

REF: TELCON CHASE/SCARRITT 20 OCT 1977

TO GET SOME IDEA OF FS EXPERIENCE THAT WE NEED IN OUR
ADMINISTRATIVE OFFICER/ASSISTANT POSITION (VICE MILDRED GREGORY).
I QUOTE BELOW THE WORK REQUIREMENTS FOR THIS POSITION:

1. ADMINISTRATIVE OFFICER (WITH AD HOC ASSISTANCE FROM OTHER OFFICERS) INVOLVING GENERAL MANAGEMENT OF 11 LOCAL PROGRAM EMPLOYEES, 15 CONTRACT EMPLOYEES AND OVERSIGHT OF BUDGET, CONTRACT, POST HOUSING, ETC.
2. BACK-UP COMMUNICATIONS OFFICER AND ALTERNATE TOP SECRET CONTROL OFFICER.
3. SECRETARY TO CONSUL GENERAL AND CLASSIFIED TYPIST FOR ALL SECTIONS.

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4. ALTERNATE CLASS "B" CASHIER, SUPERVISOR AND INSTRUCTOR, BUDGET AND FISCAL SECTION.
5. BACK-UP CONSULAR OFFICER, SUPERVISING CONSULAR SECTION AND PREPARING VISAS, PASSPORTS, NOTARIALS, ETC. FOR FINAL REVIEW AND SIGNATURE BY CONSUL GENERAL, IN ABSENCE OF CONSULAR OFFICER.

6. POST SAFETY OFFICER AND BACK-UP POST SECURITY OFFICER.

7. PERSONNEL OFFICER (ESPECIALLY FOR FSL HIRE, TRAINING, ETC.),
TIME AND ATTENDANCE OFFICER.

8. SERVES AS LIAISON OFFICER FOR VIP VISITS (PRESIDENTIAL, CABINET
LEVEL, CODELS, USN, ETC) AMONG CONGEN CONTROL OFFICERS, EMBASSY
CONTROL OFFICERS AND AUGMENTATION TEAMS, ADVANCE TEAMS, S/S, ETC.
CHASE UNQUOTE. CHASE

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NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 16-Nov-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01-Jan-1960 12:00:00 am
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977ALEXAN01123
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770424-0834
Format: TEL
From: ALEXANDRIA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19771155/aaaabujh.tel
Line Count: 72
Litigation Code IDs:
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Litigation History:
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Office: ACTION NEA
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
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Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 07-Feb-2005 12:00:00 am
Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 575756
Secure: OPEN
Status: NATIVE
Subject: REPLACEMENT FOR ADMINISTRATIVE OFFICER, ALEXANDRIA
TAGS: APER, AODE, EG
To: STATE
Type: TE
vdkgvwkey: odbc://SAS/SAS.dbo.SAS_Docs/657a3819-c288-dd11-92da-001cc4696bcc
Review Markings:
Margaret P. Grafeld
Declassified/Released
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